

BUILDING COORDINATOR FORM AMENDMENTS

Below is an example of the new Building Coordinator Form which will be required when being enrolled. The NCID for the employee/individual is needed to apply these credentials into the FMD Web Portal for creating Service and Work Requests. The remaining document will be populated just as before.

BUILDING COORDINATOR REQUEST FORM
 North Carolina Department of Administration
 Division of Facility Management-Security Systems
 919-733-1800
 (Call if there are any questions pertaining to this document)

Rev. 3 – 07/06/2020

1. AGENCY INFORMATION:

PRIMARY COORDINATOR:	Click or tap here to enter	REQUEST DATE	Click or tap to enter a date.
DEPARTMENT – DIVISION:	Click or tap here to enter	BUILDING NAME	Choose an item.
MSC# and ZIP Only:	Click or tap here to enter text.	TELEPHONE #	Click or tap here to enter text.

2. COMPLETE THIS PORTION TO ADD A NEW BUILDING COORDINATOR.

NCID FILL BLOCKS

COORDINATOR 1 REQUEST: <i>Check 1 box only</i>		EXPLANATION Choose an item.	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	
PHONE: Click or tap here to enter number	NCID: Click	EMAIL: Click or tap here to enter email.	

COORDINATOR 2 REQUEST: <i>Check 1 box only</i>		EXPLANATION Choose an item.	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	
PHONE: Click or tap here to enter number	NCID: Click	EMAIL: Click or tap here to enter email.	

3. COMPLETE THIS PORTION TO REMOVE AN EXISTING BUILDING COORDINATOR.

COORDINATOR REMOVAL REQUEST: <i>Check 1 box only</i>		EXPLANATION Choose an item.	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	NCID: Click here to enter text.
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	NCID: Click here to enter text.
FIRST: Enter first name	MIDDLE INITIAL: Click	LAST NAME: Click to enter last name	NCID: Click here to enter text.

4. ONLY APPROVED BUILDING COORDINATORS ARE AUTHORIZED TO SUBMIT A COMPLETED REQUEST FORM TO:
security.systems@dps.nc.gov

5. SECURITY SYSTEMS WILL CONTACT EACH PERSON VIA E-MAIL TO CONFIRM THEY ARE ACTIVE COORDINATORS

6. GO TO <https://ncadmin.gov/about-us/divisions/facility-management> for additional guidelines and information.

Your electronic permission below from a valid Building Coordinator provides the power for an individual to process keys, cores and/ or badge requests on their behalf. There can only be (1) Primary Building Coordinator and under them only (2) Backup Coordinators. All forms **must** come from an approved Building Coordinator's email or they will not be processed. Thank you, Security Systems Management

Type name here: *Click or tap here to enter electronic signature.* DATE: Click or tap to enter a date.